

POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No. S-000005	
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Other		4. Employing Office Location		5. Duty Station		6. OPM Certification No.			
Explanation (Show any positions replaced) Standard Position description #S000005				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code	
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management										Initials	
b. Department, Agency or Establishment										Date	
c. Second Level Review											
d. First Level Review											
e. Recommended by Supervisor or Initiating Office		Fish and Wildlife Biologist				GS		401		14	
16. Organizational Title of Position (if different from official title) Special Assistant for Ecosystems						17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment Department of the Interior						c. Third Subdivision					
a. First Subdivision U.S. Fish and Wildlife Service						d. Fourth Subdivision					
b. Second Subdivision						e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature						Signature					
Date						Date					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position					
Typed Name and Title of Official Taking Action						GS-482/486, Fishery and Biology/Wildlife Biology Series, TS-101, January 1991					
Signature						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
23. Position Review		Initials		Date		Initials		Date		Initials	
a. Employee (optional)											
b. Supervisor											
c. Classifier											
24. Remarks FPL: GS-14 Standard Job Description - Servicewide											
25. Description of Major Duties and Responsibilities (See Attached)											

SPECIAL ASSISTANT FOR ECOSYSTEMS, GS-401-14

Introduction

The incumbent of this position serves as the Special Assistant to the Regional Director for Ecosystems and as a coordinator for ecosystem management in his/her region. He/She functions under the general direction of the Regional Director or Deputy Regional Director and provides leadership and liaison with Service Assistant Regional Directors, Program Supervisors, and other Regional Office staff. He/She serves dual roles in assisting and facilitating ecosystem team management and as advocate and manager of ecosystem team priorities, including the budget process, in the Regional Office. On behalf of the Regional Director, the incumbent works independently to (1) advise the Regional Director on programmatic commitment to the ecosystem approach, including budget development and allocation and (2) coordinate among Assistant Regional Directors and program supervisors to facilitate the ecosystem approach.

Ecosystem management is an important policy direction for the Fish and Wildlife Service. Therefore, it is critical that ecosystem based efforts succeed by providing quality support and direction for natural resource protection within a special area of focus. This involves coordination with internal and external partners, various program field stations, their staff and use of collaborative funding.

Major Duties

To enhance the development of cross-program coordination, the incumbent reviews new and ongoing Regional plans, recommendations, and documents to ensure that they incorporate and adhere to the concepts of the ecosystem approach. He/She initiates Regional ecosystem actions and serves a critical role in ecosystem advocacy, cross-program, cross-ecosystem, and cross-region integration and coordination. As such, serves as the RD's liaison across and between program and geographic areas and ecosystems, directly or indirectly represents the Regional Director on various ecosystem policy issues, and acts as liaison with conservation organizations.

The incumbent provides technical advice and guidance to the Regional Director to ensure programmatic commitment to the ecosystem approach. He/She analyzes changing situations and provides recommendations to the Regional Director. The incumbent coordinates the efforts of the Assistant Regional Directors, Program Supervisors, and other Regional Office staff to facilitate the ecosystem approach. He/She serves as liaison on ecosystem issues among regional office programs and notifies the Regional Director of any obstacles or barriers to cross program coordination within the region. Incumbent analyzes and participates in national ecosystem efforts.

The incumbent works closely with the Regional Directorate on budget development and allocation, evaluation, coordination, and response to policy and management issues arising from implementation. He/She identifies significant issues, secures and analyzes relevant information, and identifies possible solutions, in consultation with the Regional Directorate and other Regional Office staff.

The incumbent serves as the direct link from the Regional Office to ecosystem team leaders and teams, including facilitating Regional Directorate actions to support ecosystem team priorities. He/She serves as the focal point and clearinghouse for the latest ecosystem approach or management information, and provides technical expertise to ecosystem teams and Regional Office staff as needed. Incumbent serves as a resource for the ecosystem teams.

The incumbent facilitates communication and coordination of teams within a region. He/She highlights successes of the ecosystem approach in the region, including identifying successful team processes that implement the ecosystem approach. The incumbent initiates and supports ongoing efforts at cross-region ecosystem team coordination and facilitates external coordination with Federal, Tribal, State, and private partners and provides guidance on funding opportunities outside of the Service. Works closely with Regional staff positions, field ecosystem teams and other Regions that share an ecosystem to accomplish work activities and report accomplishments. He/She is the primary Regional contact with the National Ecosystem Coordinator in Washington.

Working with the Regional Office of External Affairs, the incumbent assists the Regional Directorate in advocating the ecosystem approach by providing suggested text for speeches and publications. He/She assists External Affairs staff with outreach to members of Congress on the values of the ecosystem approach to resource conservation.

The incumbent coordinates Regional Ecosystem activities with external organizations at the Federal, Tribal, State, and local government agency level, as well as non-governmental groups and agencies. Coordination includes the use of multiple partners to achieve Ecosystem goals and objectives as well as funding needs. He/She coordinates Ecosystem needs and opportunities with major funding sources such as the National Fish and Wildlife Foundation.

The incumbent represents the Regional Director in briefings, conferences, task forces, and meetings concerning the ecosystem approach. The incumbent performs special projects and assignments for the Deputy Regional Director and Regional Director as assigned.

Factors

Factor 1. Knowledge Required by the Position

Comprehensive and extensive knowledge of the laws, regulations, policies, and procedures of the Fish and Wildlife Service and other agencies associated with the Service sufficient to render advisories, determine level of compliance, evaluate need for corrective actions, and make recommendations to the Regional Directorate for appropriate action.

Mastery of professional ecological knowledge and skill characteristic of the Region and adjacent Regions, sufficient to provide technical expertise and authoritative advice to the Regional Directorate.

Professional interdisciplinary knowledge of other life sciences sufficient to coordinate partnership opportunities, to make recommendations on a significant number of technical ecological projects and to develop plans to conduct complex ecological projects involving numerous partners.

Skill in communicating orally and in writing. Communication skills include ability to facilitate small and large groups, negotiate controversial issues and be persuasive in presenting the Service's posture on matters that are characteristic of the ecosystem approach, and in building partnerships with other Federal agencies, State agencies, Non-Governmental Organizations, private groups and other

interested parties.

Skill in interpreting laws, policies, rules, and regulations sufficient to provide authoritative advice and recommendations.

Working knowledge of programs related to State, Federal, and private grant opportunities.

Skill in using a high degree of creativity in resolving matters related to new developments as related to biological and management activities associated with the ecosystem approach and with building and facilitating partnerships with stakeholders.

Factor 2. Supervisory Controls

Incumbent reports directly to the Regional Director or Deputy Regional Director and serves as an expert in ecosystem management, partnership development, and ecosystem activities. Therefore, the incumbent is expected to perform work with a high degree of independence and latitude for judgement. The incumbent and the Regional Director or Deputy Regional Director, in consultation, will develop plans, projects, and deadlines. Incumbent is responsible for planning and executing the work items, selecting appropriate approaches and methods, and successfully completing the work. Work projects are considered accurate and authoritative and are normally accepted without significant change. Work products are subject to review for policy and precedent implications, and are limited only in terms of available staff and budgetary resources.

Factor 3. Guidelines

Guidelines exist in terms of general national and regional policy statements, previous files on natural resource operations, and Service Operation Manuals. In many situations, guidelines are in the form of recent legislation that require extensive interpretation or discussion on what must be done. Guidelines are often inadequate to deal with some complex situations, and this requires the incumbent to be innovative in developing approaches and selecting methodology. A very high degree of judgement is required in adapting available guidelines to given work situations, particularly in those situations where guidelines or precedents are at a variance with others that previously would govern a particular approach or decision.

Factor 4. Complexity

The incumbent is responsible for providing expert biological and technical advice on ecosystem activities, partnerships and other ecosystem conservation issues in the Region. Coordination is needed with other Regions on various grant and partnership issues that cross regional boundaries. The work is characterized by broad and intensive efforts involving several kinds of problems concerning various aspects of habitat restoration, public educational efforts, and building consensus among various parties to effect conservation efforts. The use of technology such as the Internet is essential in the conduct of position actions. Work efforts also require support of people both within and outside the organization, thus requiring application of good communication and personal relationship skills. Projects include complex planning efforts as they are pursued in phases and in coordination with numerous partners. Projects often involve highly complex technical problems that are under close scrutiny by major special interest groups which may have differing interests.

Factor 5. Scope and Effect

The work requires the incumbent to plan, develop, and assist in the execution of major biological and fish and wildlife habitat restoration projects as an expert in ecology and conservation including knowledge of wildlife and fisheries management, conservation biology and/or habitat restoration. Such actions cross program boundaries, including refuges, law enforcement, fisheries, ecological services, budget and administration, and others. Actions of the incumbent contribute to the effectiveness of ecosystem related policies, programs, and actions primarily within the region.

Factor 6. Personal Contacts

Personal contacts are with Regional Directorate, professional managers throughout the Region, and at the Service and Departmental level. The incumbent maintains close contacts with the NFWF. Other contacts are with university faculty members, private foundations, professional societies, community leaders, private businesses, congressional staff members, and officials of other Federal, State, Tribal and local agencies.

Factor 7. Purpose of Contacts

Contacts are for the purpose of exchanging information and ideas and developing business rapport; initiating and coordinating work efforts and plans; assessing the adequacy of activities; and providing technical advice, directions, assistance, and guidance at conferences, negotiations and meetings concerning resources for which there are conflicting interests and opinions. Contacts involve influencing or persuading subject-matter experts to adopt a particular resource management activity due to technical foundation, grant, or partnership consideration. The incumbent is required to be an established authority in the field of ecology to influence and persuade management, peers, and other Federal and State agency officials, as well as to ensure achievement of Regional goals related to strengthening ecosystem team partnerships and “on-the-ground” projects that will result in improved conservation and/or biodiversity, thus ensuring achievement of Regional goals in this regard.

Factor 8. Physical Demands

Work is primarily sedentary requiring no special physical demands. It will involve walking, bending, standing for long hours at a time, and carrying of light objects.

Factor 9. Work Environment

Work is usually performed in an office setting; however, there is regular and recurring exposure to moderate risks and discomforts while conducting on-site field reviews, inspections and/or travel.